

City of Waterville, Maine Position Description

Position Title: PROJECT MANAGER – EECB GRANT
Department: Administration
FLSA Status: Exempt
Reports to: City Manager

OVERVIEW OF POSITION

This is a two (2) year position administrating a \$170,000 Energy Efficiency Conservation Block Grant received from Efficiency Maine.

ESSENTIAL JOB FUNCTIONS

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The critical elements will be as follows:

Assists with the development of a residential weatherization program for up to three hundred (300) homes in the Waterville-Winslow area

Conducts site visits to provide information and advise homeowners regarding energy conservation options.

Assists with the selection and supervision of a firm contracted to perform energy audits on eligible properties.

Supervises the work performed by selected contractors to weatherize eligible homes in the project area.

Assists with the development of an effort to examine the solar energy potential of various properties within the subject area

Assists with the effort to implement a feasibility study regarding a proposed district energy initiative

Assists with the supervision of one AmeriCorps volunteer for any of their job responsibilities that relate to the EECBG project

Other

In addition to the specified tasks listed above, the Director will be expected to work closely with the coordinator of the Sustain Mid Maine Coalition and representatives from other local, regional and State agencies.

EDUCATION AND EXPERIENCE

Must hold an undergraduate degree, or have at least five (5) years in fields related to project management, energy conservation program management, and residential energy auditing.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES

Significant knowledge and ability in project management techniques and energy conservation programs or residential energy auditing

Ability to plan, organize and direct the work of employees/contractors performing varied operations connected with project activities

Ability to establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, and the public. Must be able to effectively communicate verbally and in writing, and be able to make effective public presentations including promotional material relating to the activities of the EECBG project and the Sustain Mid Maine organization.

Physical Requirements: The position requires the ability to walk, sit, talk, and hear. The employee is required to use hands/fingers to manipulate computer keyboard and other standardized office equipment. The position may require the ability to bend, reach, and lift or move up to 20 pounds.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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